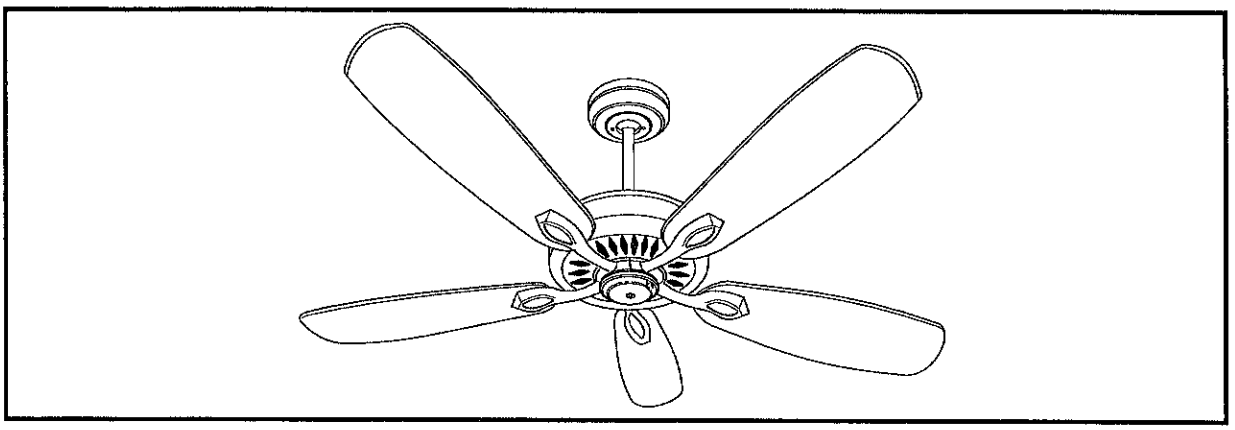
READ AND SAVE THESE INSTRUCTIONS



Ceiling Fan Owner's Manual

Net Weight: 20.3 Lbs.

READ AND SAVE THESE INSTRUCTIONS

Safety Instructions

⚠ WARNING

TO REDUCE THE RISK OF FIRE, ELECTRICAL SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:

a. Use this unit only in a manner intended by the manufacturer. If you have questions, contact the manufacturer.

b. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.

1. Read your owner's manual carefully and keep it for future reference.
2. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
3. Do not put anything into the fan blades while they are turning.
4. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70-2014" and Local Electrical Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for an 8 foot ceiling.
5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

WARNING: To reduce the risk of electrical shock, this fan must be installed with an isolating wall control/switch.

NOTE: This fan is suitable for use with solid-state speed controls.

WARNING: To reduce the risk of fire or electrical shock, this fan should only be used with fan speed control, Model No. SW46/U.L. Model No. UC9020 manufactured by Rhine Electric Co., Ltd.

WARNING: To avoid fire, shock or injury, do not use an Emerson or any other brand of control not specifically approved for this fan.

WARNING: This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

NOTE: All setscrews must be checked and re-tightened where necessary before installation.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

1. Unpacking Instructions

⚠ WARNING

Do not install or use fan if any part is damaged or missing.

⚠ WARNING

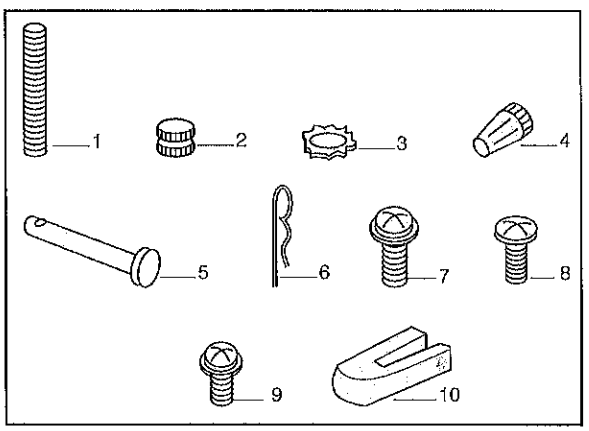
This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

1. Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

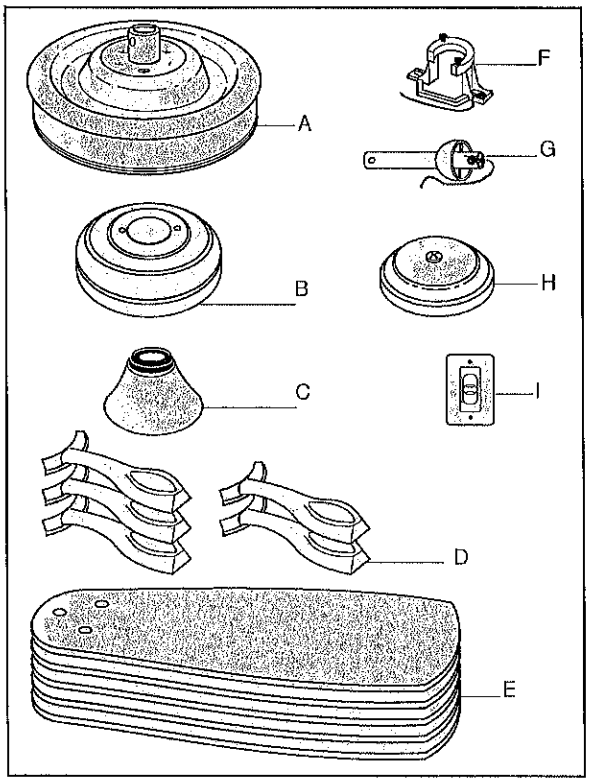
HARDWARE CONTENTS

Part	Description	Quantity
1	Threaded Studs, #8-32 x 1-1/4"	2
2	Knurled Knobs, #8-32	2
3	Lockwashers, External Tooth #8	2
4	Wire Connectors	3
5	Clevis Pin	1
6	Hairpin Clip	1
7	#10-24 x 7mm Washer Head Blade Screws	16
8	#8-32 x 8mm Pan Head Screw (spare)	1
9	1/4-20 x 14 Captive Screw with Lockwasher (spare)	1
10	Blade Balance Kit	1



PACKAGE CONTENTS

Part	Description	Quantity
A	Fan Motor Assembly	1
B	Ceiling Cover	1
C	Motor Coupling Cover	1
D	Fan Blades Flanges	5
E	Fan Blades	5
F	Hanger Bracket	1
G	Hanger Ball/Downrod Assembly	1
H	Switch Housing Assembly	1
I	One 4-speed fan speed control	1



NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer or catalog outlet for replacement before proceeding.

2. Remove the fan assembly from the protective plastic bag. Place the fan assembly into the upper foam pad with the bottom of the motor facing up.

   The upper foam pad serves as a holder for the fan during the first stages of assembly.

1. Unpacking Instructions (continued)

This Manual Is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One 1/4" blade screwdriver
One stepladder
One wire stripper

Materials

Wiring outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground) of following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 9). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

2. Electrical Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

The outlet box must be securely anchored and capable of withstanding a load of at least 50 pounds.

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully.

Any electrical work not described in these instructions should be done or approved by a licensed electrician.

3. Ceiling Fan Assembly

1. Remove the hanger ball by loosening the setscrew in the hanger ball until the ball falls freely down the downrod (Figure 1). Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in step 4.

2. Separate, untwist and unkink the three 80" motor leads. Route the motor lead wires through the downrod. Remove the upper setscrew from the motor coupling. Align the clevis pin holes in the downrod with the holes in the motor coupling. Install the clevis pin and secure with the hairpin clip (Figure 2). The clevis pin must go through the holes in the motor coupling and the holes in the downrod. Be sure to push the straight leg of the hairpin clip through the hole near the end of the clevis pin until the curved portion of the hairpin clip snaps around the clevis pin. The hairpin clip must be properly installed to prevent the clevis pin from working loose. Pull on the downrod to make sure the clevis pin is properly installed. Reinstall the upper setscrew in the motor coupling. Check that the lower setscrew is tightened securely (Figure 2).

NOTE: The setscrews must be properly installed as described above, or fan wobble could result.

⚠ WARNING

It is critical that the clevis pin in the motor coupling is properly installed and the setscrews securely tightened. Failure to verify that the pin and setscrews are properly installed could result in the fan falling.

3. Make sure the grommet is properly installed in the coupling cover, then slide the coupling cover on the downrod until it rests on the motor housing. Place the ceiling cover over the downrod. Be sure that the ceiling cover and the coupling cover are both oriented correctly (Figure 3).

4. Reinstall the hanger ball (Figure 3) on the downrod as follows. Route the three 80" motor leads through the hanger ball. Position the pin through the two holes in the downrod and align the hanger ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin and securely tighten the setscrew in the hanger ball. A loose setscrew could create fan wobble.

⚠ WARNING

It is critical that the pin in the hanger ball is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed could result in the fan falling.

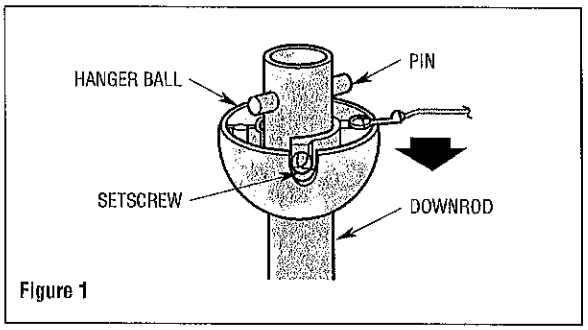


Figure 1

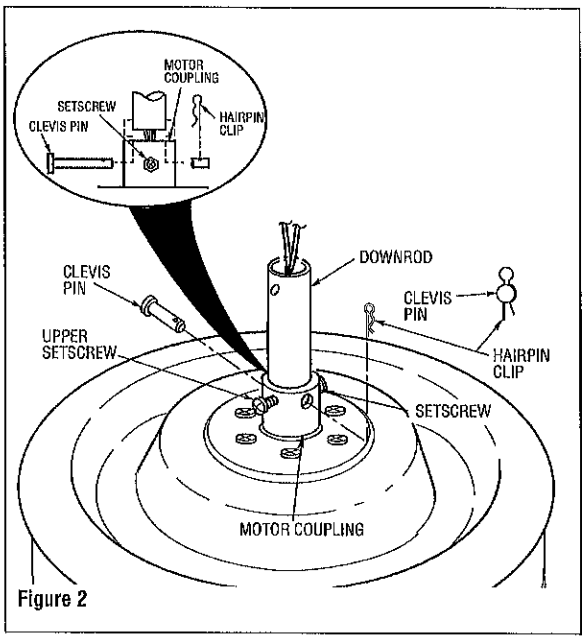


Figure 2

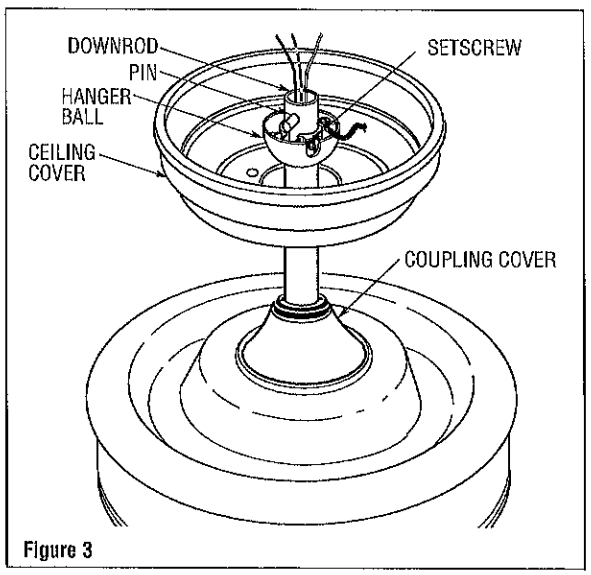


Figure 3

3. Ceiling Fan Assembly (continued)

5. The fan comes with blue, black and white leads that are 80" long. Before installing fan, measure up approximately 6 to 9-inches above top of hanger ball/downrod assembly. Cut off excess leads and strip back insulation 1/2-inch from end of leads.
6. Carefully turn the partially assembled ceiling fan over and set it on the shipping styrofoam for blade installation.
7. Remove the shipping spacers and the spacer attachment screws from the motor before installation of blade assemblies. Discard the spacers and spacer screws (Figure 4).
8. Mount blade flanges to fan blades using three #10-24 x 7mm washer head blade screws (Figure 5).

NOTE: Take care not to scratch fan housing when installing blades.

NOTE: Remove and discard the four shipping spacers and screws from the motor hub.

9. Loosely attach one blade assembly to the motor hub using the two 1/4-20 x 14 captive screws with lockwashers. Make sure the screws are NOT tightened. (Figure 6.) Repeat this procedure for other four blade assemblies.
10. The blade flanges have an interlocking feature that must be fully engaged before tightening the screw. Make sure all the flanges are properly engaged and then tighten the flange screws. If one of the flanges does not seat properly on the motor hub, loosen the adjacent flange screws, re-engage and reseat the flanges, then tighten the screws again.

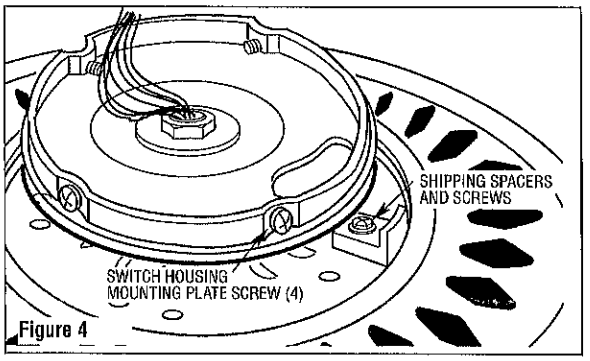


Figure 4

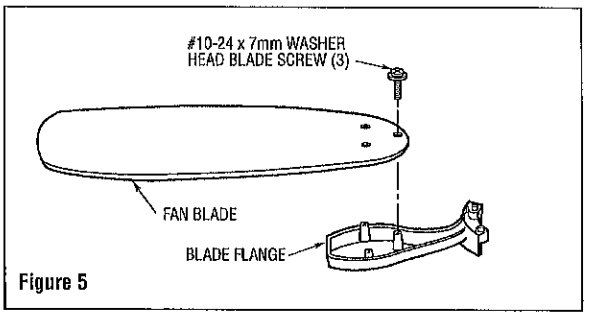


Figure 5

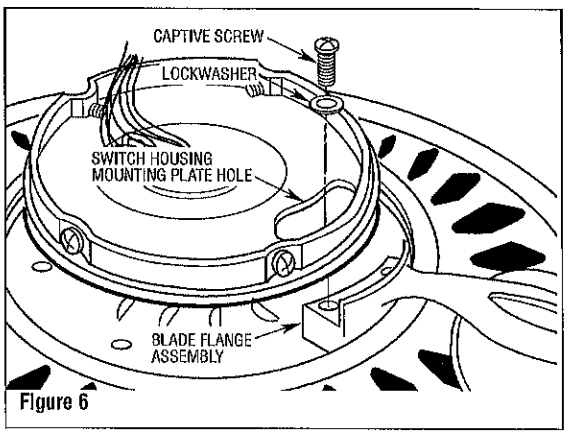


Figure 6

3. Ceiling Fan Assembly (continued)

11. Engage the connector of the switch housing assembly with the motor connector (Figure 7). The two connectors are keyed and color-coded and must be mated correctly (color-to-color) before they can be engaged. Make sure the connector latch closes properly.

⚠ WARNING

To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

12. Remove the four switch housing mounting screws (Figure 7) from the switch housing plate. Position the switch housing assembly on the switch housing plate and align the holes in the switch housing assembly with the holes in the plate. Secure the switch housing assembly by installing the four screws (Figure 8).

13. You have now completed the assembly of your new ceiling fan. You can now proceed with hanging and wiring your fan.

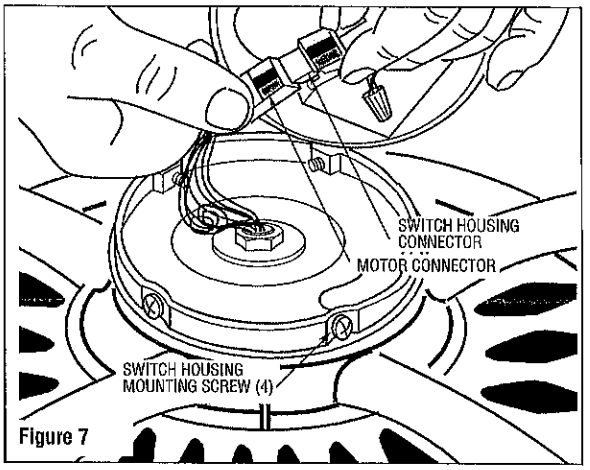


Figure 7

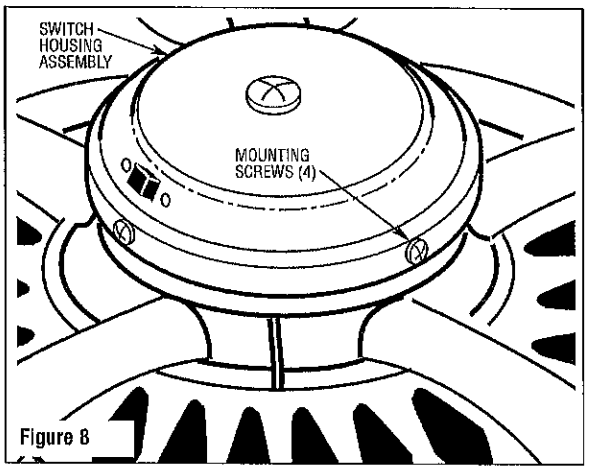


Figure 8

4. How to Hang Your Ceiling Fan

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 9).

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less".

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 22.7 kg. (50 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

1. Securely attach the hanger bracket to the outlet box using the two screws supplied with the outlet box. (Figure 10.)

⚠ WARNING

Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

2. Carefully lift the fan and seat the hanger ball/downrod assembly on the hanger bracket that was just attached to the outlet box (Figure 11). Be sure the groove in the ball is lined up with tab on the hanger bracket (Figure 10).

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

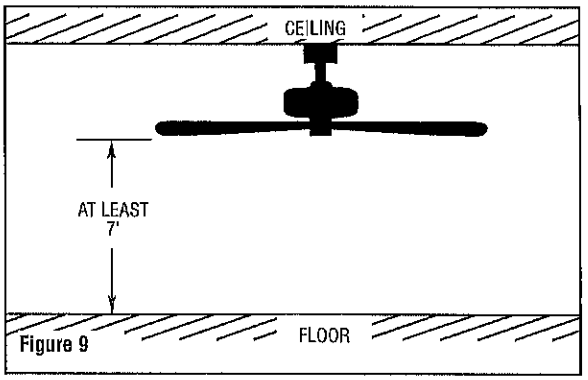


Figure 9

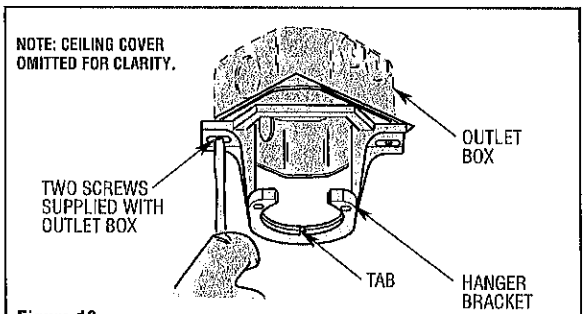
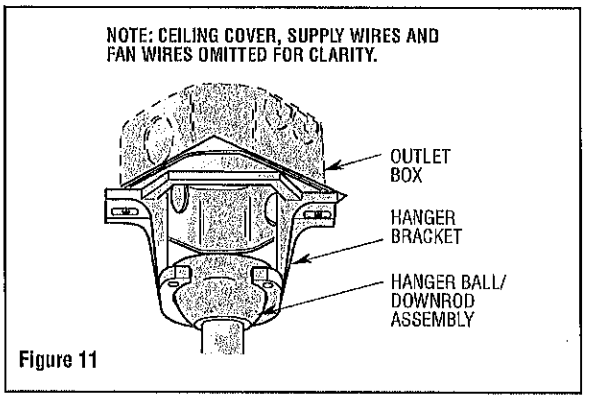


Figure 10


NOTE: CEILING COVER, SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY.
OUTLET BOX
HANGER BRACKET
HANGER BALL/ DOWNROD ASSEMBLY
Figure 11

5. How to Wire Your Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

1. Connect the green grounding lead from the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connectors supplied.

NOTE: If you are using an Emerson Light Fixture with your fan, see Light Fixture Owner's Manual for wiring.

2. Securely connect the fan motor white wire to the supply white (neutral) wire using wire connector supplied (Figure 12). Securely connect the fan motor black wire to the supply black (hot) wire using wire connector supplied (Figure 12).
3. If a downlight is not being installed, cap the blue wire using a supplied wire connector. If a downlight is being installed, a separate hot supply must be available or an optional Emerson accessory control must be used. Follow the installation instruction of the accessory control, if used.
4. If accessory uplight (AL100) is not being installed, cap the yellow wire using a supplied wire connector. If the AL100 is being installed, a separate hot supply must be available or an optional Emerson accessory control must be used. Follow the installation instruction of both the AL100 and the accessory control, if used.
5. After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black, blue and yellow leads on the other side of the outlet box.

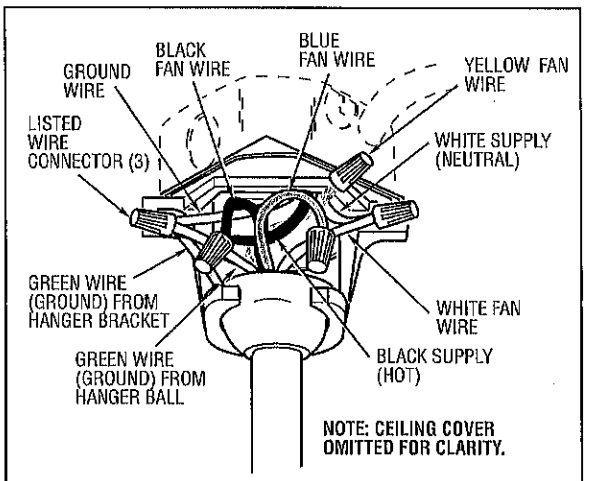


Figure 12

5. How to Wire Your Ceiling Fan (continued)

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

6. Screw the two threaded studs (supplied) into the tapped holes in the hanger bracket.
7. Lift the ceiling cover up to the threaded studs and turn until studs protrude through the holes in the ceiling cover (Figure 13).
8. Secure the ceiling cover in place by sliding lockwashers over the threaded studs and installing the two knurled knobs (supplied). (Figure 13). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling and the hole in the ceiling cover is clear of the downrod. Your fan is now wired to be turned on and off from the fan switch.

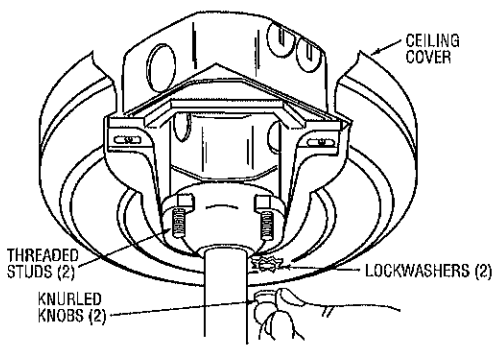


Figure 13

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

6. Wall Control Installation

The fan speed control is designed to operate only one ceiling fan, and not an accessory light kit. This wall control is rated for 1.2 amps at 120 volts. To avoid erratic speeds and possible damage to your ceiling fan, use this control only with the fan pull chain switch set to its high speed setting.

NOTE: The "0" position is OFF. The four fan speeds are selected by sliding the bar to the other four speed positions ("1", "2", "3" and "4").

1. Before disconnecting power, ensure that the fan is set at the highest speed.

NOTE: Electric connections should be in accordance with the National Electrical Codes and all Local Codes. Before starting, disconnect power to the circuit at the fuse box or circuit breaker panel.

2. Remove the faceplate and screws from the existing wall switch. Pull switch out from wall outlet box.
3. Disconnect wire from existing fan wall switch (Figure 14).
4. Slide the fan control in the OFF position (0).

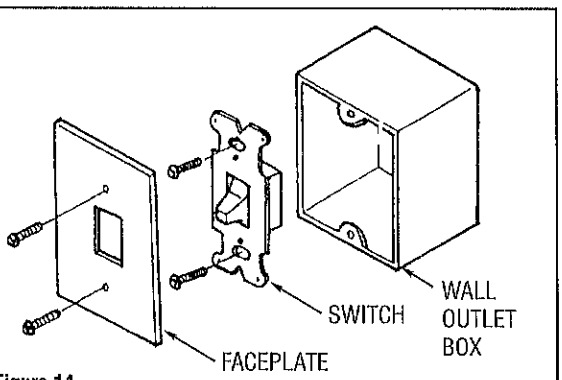


Figure 14

6. Wall Control Installation (continued)

5. Connect one BLACK wire from the fan speed control to the fan/motor lead with a wire connector (provided). (Figure 15.)
6. Connect the other BLACK wire from the fan speed control to the 120VAC hot wire with a wire connector (provided).

NOTE: Use wire connectors (supplied) to secure electrical connections.

7. Attach the fan speed control to the wall outlet box with two 6-32 x 3/4" screws (provided).
8. Position the faceplate (provided) onto the speed control. Using the two 6-32 x 1/4" screws, screw the faceplate and speed control to the wall outlet box (Figure 16).
9. Restore power at the main fuse box or circuit breaker panel.

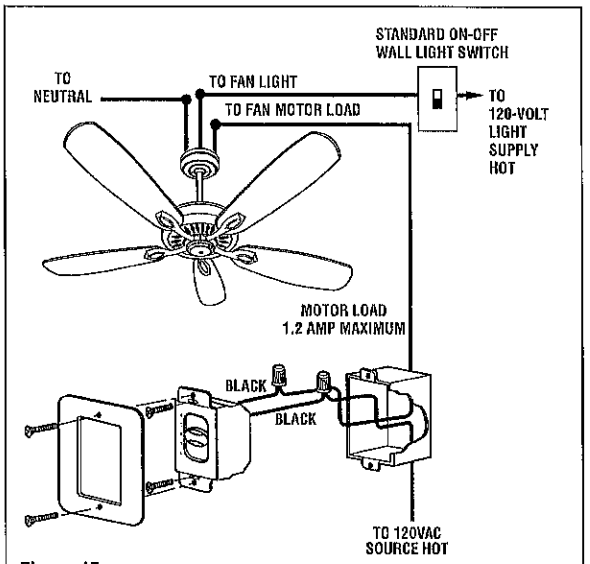


Figure 15

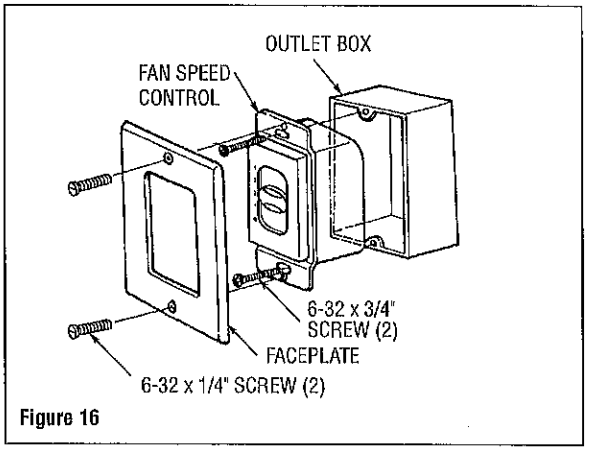


Figure 16

7. Operation of Reverse Switch

All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in the opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn fan on again. The fan blades will turn in the opposite direction and reverse the airflow (Figure 17).

- Warm weather - (Counterclockwise) A downward air flow creates a cooling effect. This allows you to set your air conditioner on a higher setting without affecting your comfort. The switch is in the left position.
- Cool weather - (Clockwise) An upward air flow moves warm air off the ceiling. This allows you to set your heating unit on a lower setting without affecting your comfort. The switch is in the right position.

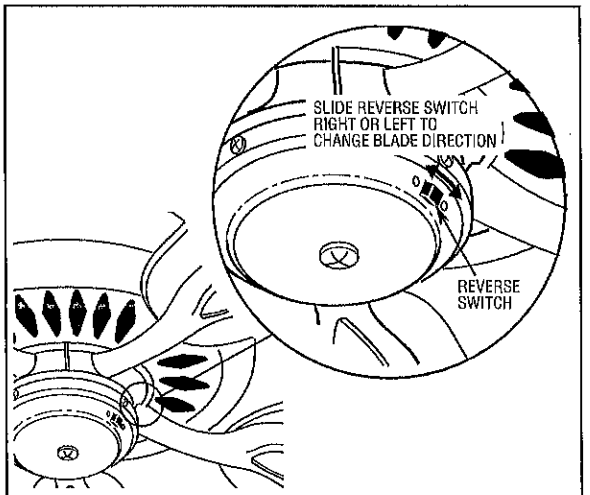


Figure 17

8. Energy Efficient Use of Ceiling Fans

Ceiling fan performance and energy savings rely heavily on the proper installation and use of the ceiling fan. Here are a few tips to ensure quality and product performance.

Choosing the Appropriate Mounting Location. Ceiling fans should be installed, or mounted, in the middle of the room and at least 7 feet above the floor and 18 inches from the walls. If ceiling height allows, install the fan 8 - 9 feet above the floor for optimal airflow. Consult your Emerson Retailer for optional mounting accessories.

Using the Ceiling Fan Year Round. In the summer, use the ceiling fan in the counter-clockwise direction. The airflow produced by the ceiling fan creates a wind-chill effect, making you "feel" cooler. Select a fan speed that provides a comfortable breeze, lower speeds consume less energy. In the winter, reverse the motor and operate the ceiling fan at low speed in the clockwise direction. This produces a gentle updraft, which forces warm air near the ceiling down into the occupied space. Remember to adjust your thermostat when using your ceiling fan - additional energy and dollar savings could be realized with this simple step!

Turn Off When Not In the Room. Ceiling fans cool people, not rooms. If the room is unoccupied, turn off the ceiling fan to save energy.

9. Accessories

1. Ceiling Fan Light Kits (see store or catalog).
2. Ceiling Fan/Light Controls (see store or catalog).
3. Downrod Extension Kits (see store or catalog).
4. Ceiling Fan Blades (see store or catalog).

⚠ WARNING

The use of any other control not specifically approved for this fan could result in fire, shock and personal injury.

⚠ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.